

EMPLOYEE RELATIONS DEPARTMENT
PERSONNEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FLORIDA 33130



Delivering Excellence Every Day

CAREER EMPLOYMENT OPPORTUNITY BULLETIN

IMPORTANT APPLICANT INFORMATION

POSITIONS REQUIRING APPLICANTS TO APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Employment applications for Miami-Dade County employees are accepted Monday through Friday at the above address. Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date. Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday at the above address. Please do not submit resumes for these positions.

POSITIONS REQUIRING A COMMERCIAL DRIVER LICENSE

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, if one of the above occurred in prior employment, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required. This information is limited to two years preceding the date of inquiry.

QUALIFIED APPLICANTS WITH DISABILITIES

Individuals with disabilities, who are seeking reasonable accommodation with County employment applications, examinations, or interviews, including sign language translation, may call the Office of Reasonable Accommodation at (305) 375-5876 for assistance. Text telephone (TTY) users should call (305) 375-5645 or use the Florida Relay Center at 711.

FEDERAL SELECTIVE SERVICE SYSTEM

In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

VISIT THE EMPLOYEE RELATIONS DEPARTMENT'S WEBSITE

Please visit the Employee Relations Department's website (www.miamidade.gov/emprel/) to view information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement. Visitors to our site are encouraged to take advantage of our services, which are provided to serve you in a manner consistent with our philosophy to deliver the highest quality of services to which our citizens and employees are entitled. Hiring decisions are contingent upon a background investigation and physical examination, including alcohol/drug screening.

CALL OUR JOBS INFORMATION HOTLINE AT (305) 375-JOBS

Opportunity is Ringing for Job Seekers: Call the Job Hotline Number at (305) 375-JOBS (5627) and hear detailed information on all Miami-Dade County job postings, hear the last three jobs for which you applied, and if you have a resume on file, you can even apply for resume positions, or obtain detailed information by visiting our website at www.miamidade.gov/jobs, Team Metro Offices, Libraries or the Center for Employment Application.

RESIDENCY REQUIREMENT

In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. Sworn classifications in the Corrections and Rehabilitation Department, Miami-Dade Fire Rescue Department, Miami-Dade Police Department, and Miami-Dade Aviation Department personnel who work at the Dade-Collier Training and Transition Airport (TNT) are not required to establish and maintain residency in Miami-Dade County.

VETERANS' PREFERENCE

Preference will be given to veterans and spouses of veterans when applicable. At the time of application, those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability at the time of application. All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Revised: August 30, 2005

Visit our job announcements on the web site (www.miamidade.gov/jobs)

REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-5645.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND OPPORTUNITY IN EMPLOYMENT AND SERVICES

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INSTRUCTIONS TO APPLY FOR POSITIONS

Applicants applying for positions indicated as **MUST APPLY IN PERSON**, **MUST SUBMIT RESUME**, **MUST TAKE EXAMINATION**, and/or **MUST TELEPHONE** must follow the required procedures listed below.

MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Applicants must complete an employment application, apply in person and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position. Typing skills test and keystroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date. Unless otherwise indicated, applicants must apply in person at the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date. Applicants should indicate all computer skills and education on the employment application. *Please do not submit resumes for these positions.*

For positions with the Park and Recreation Department, interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a Park and Recreation Department list for future vacancies. *Please do not submit resumes for these positions.*

MUST SUBMIT RESUME

Unless otherwise indicated, applicants may submit one (1) copy of their resume indicating social security number for each position indicating requisition number and title of position to the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date or refer to our web page (www.miamidade.gov/jobs) regarding electronic resume submittal instructions or call our JOBS hotline at (305) 375-JOBS (5627). Applicants may utilize our Resume Drop Box at the Center for Employment Application to submit resume. *Applicants should indicate all computer skills and education on the resume.* Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process.

MUST TAKE EXAMINATION

Applicants must apply in person to complete an employment application and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. *Please do not submit resumes for these positions.*

MUST TELEPHONE

Applicants must contact the person indicated by the closing date. Interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a list for future vacancies. *Please do not submit resumes for these positions.*

Revised: August 30, 2005

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RESUME APPLICATION INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

Please submit one (1) copy of your resume for each position for which you are applying.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of your resume.

HERE IS HOW IT WORKS:

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PREPARING A "SCANNABLE" RESUME:

- Submit your resume - Suggested maximum length: 4 pages
- Submit single-sided originals on clean, white paper
 - Use size 10 or 12 basic type
 - Use standard fonts and crisp, dark type
- Include your name, address, telephone number(s), and social security number at the top of the first page and your name only on any subsequent pages
- Use a chronological format, listing most recent experience first
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions
- Ensure your resume is detailed enough to provide information about your training, education and experience

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RESUME SUBMITTAL INFORMATION

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

The following are the new required procedures for submitting resumes to Miami-Dade County:

- Be sure your resume is received by the closing date of the position. Resumes received after the closing date will not be considered.
- Submit documentation of eligibility for veteran's preference when applicable.
- Required documentation such as degrees, official transcripts, licenses, certifications, test results, and/or permits from an accredited or certified institution must be submitted during the interview selection process unless otherwise specified in the job announcement. Applicants will no longer be required to submit this documentation with the resume submittal.

The following are recommendations, which will ensure efficient processing of your resume in our new, computerized recruitment system:

DO . . .

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.

DON'T . . .

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, bullets, underlines, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

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ELECTRONIC RESUME SUBMITTAL INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

- Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.
- Resume must be in a Microsoft Word or Text format.
- Resume(s) not received in a Microsoft Word or Text format cannot be opened and therefore will not be considered.
- Subject line should indicate your Name, Social Security Number, Position Title and Requisition Number. If you are applying for multiple positions, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.
- Resume must be sent to resumes@miamidade.gov.
- Resume must be received by the closing date. Resume(s) received after the closing date will not be considered.

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MIAMI-DADE COUNTY EMPLOYEES ONLY

FOOD SERVICE WORKER 2 (EXEMPT)

Salary: Entry \$730 - Max \$968 Bi-weekly (006081A) (Requisition # 4790012)

Six months of experience as a Food Service Worker 1; or eighth grade and six months of experience in routine food preparation and food service work assisting cooks, dieticians, or other personnel engaged in food preparation in a home, hospital, cafeteria, or similar institutional food preparation environment are required. This is a ten-month federally funded Head Start program. (Community Action Agency) (Various) **CLOSING DATE: Friday, March 24, 2006.**

OCEAN LIFEGUARD 1

Salary: Entry \$13.63 - Max \$21.30 Hourly (007267) (Requisition # 5370088)

High school diploma or GED. Must possess certifications in adult, infant/child and two-person CPR, First Aid, DOT First Responder and lifeguarding provided by the Red Cross, YMCA, or other nationally recognized aquatic training program. Prior to the interview, qualified applicants will be scheduled for a performance test which may include distance swim and run, simulated rescue, first aid, and artificial respiration practices and procedures. Must be at least 18 years of age. Must meet Miami-Dade County physical standards, including vision standards of 20/40 in each eye uncorrected. Must be able to work days, nights, holidays, and weekends on a varied work schedule. Continued employment requires meeting all physical standards, successfully completing performance test and maintaining all required certifications. (Miami-Dade Fire Rescue Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

W & S METER REPAIR SUPERVISOR

Salary: Entry \$41,085 - Max \$59,917 Annually (005945) (Requisition # 6960032)

High school diploma or GED. Two years of experience in the installation, repair, and maintenance of a wide variety of water meters are required. Must obtain certification in Backflow Prevention Device Testers from the Florida Center for Training, Research, and Education for Environmental Occupations (TREEO), or comparable certification within the probationary period. Knowledge of WASD Standard Detail and excellent communication skills are highly preferred. Pipefitting experience and experience using personal computers is desired. (Miami-Dade Water & Sewer Department) (Northwest) **CLOSING DATE: Friday, March 31, 2006.**

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ANIMAL CARE SPECIALIST

Salary: Entry \$22,551 - Max \$34,466 Annually (001209) (Requisition # 6360005)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals with a minimum of 6 months experience in animal care to join our team. Animal Care Specialists are responsible for the feeding, cleaning and care of shelter animals. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

ANIMAL CARE SPECIALIST (PART-TIME)

Salary: Entry \$10.84 - Max \$16.57 Hourly (001209) (Requisition # 5360011)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals to join our team. Duties include feeding, cleaning and care of shelter animals. This position has the potential for full-time employment with competitive benefits. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

CARPENTER (SUBSTITUTE)

Salary: Entry \$31,436 - Max \$45,485 Annually (006508A) (Requisition # 6640004)

Eighth grade. Two years of skilled carpentry experience are required. Must possess a Driver license and own hand tools. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, March 24, 2006.**

CLERK 2

Salary: Entry \$21,311 - Max \$32,066 Annually (000011A) (Requisition # 6800021)

High school diploma or GED. One year of general clerical experience is required. Completion of college coursework or certified business school may substitute for the required experience on a month-for-month basis. (Miami-Dade Housing Agency) (Coral Way) **CLOSING DATE: Friday, March 24, 2006.**

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MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT NOW HIRING!

CORRECTIONAL OFFICER (Certified and Non-Certified)

Certified Salary: Entry \$33,363 - Max \$55,588 Annually * * Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives. (004502A)
Non-certified Correctional Officers (trainees): \$27,648 Annually (Requisition# 5390071)

This is security and limited rehabilitation work in the care, custody, and control of inmates held in Miami-Dade County Corrections and Rehabilitation Department facilities which operate on a 24-hour, 7 days per week basis. Applicants must be able to work any assigned shifts such as day, afternoon, and midnight to include weekdays, weekends, and holidays, as needed.

APPLICATION REQUIREMENTS:

- Must be age 18 at time of application and age 19 by time of employment.
- Must be a high school graduate
- Acceptable photo identification such as Driver license
- Proof of all formal education, including official high school diploma and college transcripts. Completion of 30 semester credits will be considered to be equivalent to a high school diploma.
- A Driver license
- Proof of Veteran's Preference, if applicable
- For Certified Correctional Officers, preference will be given to State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers. Applicants must present a Florida Department of Law Enforcement Basic Recruit Certificate/Certificate of Compliance for Correctional Officers; or Certificate of Completion issued by an accredited school of criminal justice AND the report of results of the Florida Correctional Officer Certification Examination, indicating passing scores in all five components of the test.

AS PART OF THE RECRUITMENT SELECTION PROCESS, ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- Must meet standards of the BAT for Correctional Officer of the CJBAT examination for Correctional Officers that is administered at Miami-Dade Community College and other agencies. Supplemental employment information including additional requirements for initial employment will be distributed at the time of application.
- Must successfully pass a background investigation including polygraph examination, psychological evaluation, and meet minimum County medical standards.

No Residency Requirement

Hiring decisions are contingent upon the results of a background investigation and physical examination to include alcohol/drug and psychological screening.

APPLICANTS MUST APPLY AT:
Center for Employment Application
140 West Flagler Street, Suite 105, Miami, Florida 33130

Closing Date: September 29, 2006
8:30 a.m. to 4:00 p.m., Monday through Friday

Applicants who previously applied for the Correctional Officer classification and whose eligibility has not exceeded two years are not required to sign up for this recruitment. Please visit Corrections and Rehabilitation Department (www.miamidade.gov/corrections/Recruitment.asp) or call (786) 263-JOBS (5627) for inquiries.

NO RESUMES, PLEASE.

This advertisement supersedes previous advertisements.

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DATA ENTRY SPECIALIST 2

Salary: Entry \$25,566 - Max \$39,293 Annually (000016) (Requisition # 5320223)
High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required. (Miami-Dade Police Department) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

DATA ENTRY SPECIALIST 2

Salary: Entry \$25,566 - Max \$39,293 Annually (000016) (Requisition # 5840249)
High school diploma or GED. Two years of data entry experience to include using personal computer office applications are required. Experience working in Microsoft Excel, Microsoft Access and Microsoft Word is preferred. (Department of Human Services) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

DRIVER-MESSENGER

Salary: Entry \$20,855 - Max \$30,630 Annually (006202B) (Requisition # 6390034)
High school diploma or GED. Must possess a Driver license. Must maintain a safe driving record and able to lift and handle items weighing up to 50 pounds. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Department of Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

ELECTRICIAN

Salary: Entry \$32,991 - Max \$47,568 Annually (006510B) (Requisition # 5640044)
Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must have own tools. Must obtain a CDL/Class B within the probationary period. Duties include operating bucket trucks. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, September 29, 2006.**

FIRE SAFETY SPECIALIST 1

Salary: Entry \$31,438 - Max \$55,134 Annually (004134A) (Requisition # 6370052)
High school diploma or GED. Must possess a State of Florida Fire Safety Inspector Certificate. Must possess a Driver license. Applicants will be tested for fire code knowledge and application during the interview selection process. Applicants will be subject to a thorough background investigation. (Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, March 24, 2006.**

GUARD (PART-TIME)

Salary: Entry \$9.56 - Max \$12.78 Hourly (006008) (Requisition # 6930427)
Eighth grade. Six months of security experience are required. Must possess a Driver license. Must be able to work nights, weekends and holidays on a varying work schedule. Work hours less than 30 per week on a varying schedule. **Apply in person at Deering Estate Visitors Center, 16701 SW 72 Avenue, Monday-Saturday, 10:00 am - 3:00 pm.** (Park and Recreation Department) (South Dade) **CLOSING DATE: Friday, March 24, 2006.**

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MAINTENANCE MECHANIC

Salary: Entry \$28,870 - Max \$41,402 Annually (006101G) (Requisition # 6930406)

Eighth grade. One year of skilled experience in the installation, operation, maintenance, and repair of irrigation systems is required. Must possess a Driver license. Must have own hand tools. Must be able to work weekends and holidays on a varying work schedule. Experience in electrical field is highly preferred. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

MAINTENANCE MECHANIC

Salary: Entry \$28,870 - Max \$41,402 Annually (006101G) (Requisition # 6930416)

Eighth grade. One year of skilled experience in the installation, operation, maintenance, and repair of irrigation systems is required. Must possess a Driver license. Must have own hand tools. Must be able to work weekends and holidays on a varying work schedule. Experience in golf course irrigation is preferred. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

MAINTENANCE REPAIRER

Salary: Entry \$24,871 - Max \$34,388 Annually (006501A) (Requisition # 6930420)

Eighth grade. One year of experience performing semi-skilled maintenance and repair tasks or assisting with maintenance and repairs in any of a variety of the skilled trades is required. Must possess a Driver license. Must be able to lift 50 lbs. Enhanced painting experience is highly preferred. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

MARINA ATTENDANT

Salary: Entry \$22,148 - Max \$29,723 Annually (007240) (Requisition # 6930424)

Eighth grade. One year of experience in marina operations to include experience in grounds maintenance, dock maintenance, customer service, computerized clerical applications, and/or cash handling is required. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying work schedule. Must be able to lift, move and push up to 50 pounds. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 31, 2006.**

PLUMBER

Salary: Entry \$32,991 - Max \$47,568 Annually (006527A) (Requisition # 6110019)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license and own hand tools. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (General Services Administration) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

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POLICE OFFICER (TRAINEE)

Trainee Salary: \$33,243 Annually

(004201)

Salary: Entry \$39,473 - Max \$66,287 Annually*

(Requisition # 9320019)

* Includes Supplemental Pay for Hazardous Duty Pay and FDLE Certification. A Variety of Additional Pay Supplements and Pay Incentives are Available Based on Assignments and Additional Incentives.

APPLICANTS WHO PREVIOUSLY APPLIED FOR THE POLICE OFFICER CLASSIFICATION AND WHO ARE CURRENTLY ACTIVE ON THE ELIGIBLE LIST MAY NOT SIGN UP FOR THIS RECRUITMENT UNTIL YOUR NAME HAS BEEN REMOVED FROM THE LIST.

NATURE OF WORK: This is general law enforcement and public safety work in the protection of life and property and execution of orders issued through the authority of the Director of the Miami-Dade Police Department, with positions in various locations.

For Certified Police Officers: Employed in a full-time sworn classification by (or separated within preceding 24 months from) another police agency, possession of a Basic Recruit Certificate of Compliance from the State of Florida or its equivalent, completed probation with a Florida law enforcement agency, and one year of police experience.

For Non-Certified Police Officers: High school diploma or GED. Minimum age of 19.

The following requirements for Certified and Non-Certified Police Officers must be presented at the time of application:

- Social Security Card
- Acceptable Photo Identification (such as a Driver license)
- Proof of all Formal Education (including official college transcripts)
- A Driver license
- Proof of U.S. Citizenship
- Proof of Veterans Preference (if applicable). Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application.
- Basic Recruit Certificate of Compliance from the State of Florida or its equivalent (for Certified Police Officers Only)

Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected, corrected to 20/30 or better. Contact lenses are permitted. Applicants must be able to distinguish between the colors red, green, and yellow. Weight must be in proportion to height. Applicants successfully completing a background investigation will be administered a psychological evaluation to determine suitability and compatibility to perform the basic job functions. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form.

No Residency Requirement

APPLICANTS MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION AT THE FOLLOWING LOCATION. PLEASE DO NOT SUBMIT A RESUME FOR THIS POSITION.

Photo identification is required at the time of application.

Miami-Dade Police Department

Personnel Management Bureau, 9105 NW 25th Street, Miami, Florida
Monday through Friday, 8:30 am to 4:00 pm

Please visit MDPD website (www.mdpd.com) or call (305) 471-1945 for inquiries.

Applicants who may have qualified on the civil service examination will be required to take the Criminal Justice Basic Abilities Test (CJ-BAT) as required by the Criminal Justice Standards and Training Commission prior to entering the Police Academy. Those applicants that are currently Florida State Certified Police Officers and meet the lateral requirements of the Miami-Dade Police Department are not required to take the CJ-BAT. **NO RESUMES, PLEASE** (Miami-Dade Police Department) (Various)

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RECREATION LEADER (NATURALIST) (PART-TIME)

Salary: Entry \$11.29 - Max \$17.24 Hourly (007301J) (Requisition # 6930428)

High school diploma or GED. Three years of experience in developing, directing or conducting interpretive programs as a park naturalist or a related position in organizations such as museums, camps, educational institutions, natural resource management/environmental protection programs, or related experience are required. Completion of related college coursework may substitute for the required experience on a year-for-year basis. Must possess a Driver license and must be able to work days, nights, holidays, and weekends on a varied work schedule. Work hours less than 30 per week. Knowledge of South Florida ecosystems, archaeology and history is highly preferred. **Apply in person at Deering Estate Visitors Center, 16701 SW 72 Avenue, Monday-Saturday, 10:00 am – 3:00 pm.** (Park and Recreation Department) (South Dade) **CLOSING DATE: Friday, March 24, 2006.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$39,479 - Max \$57,578 Annually (006532A) (Requisition # 6900029)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Class D license and Type II, or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Library Department) (Downtown) **CLOSING DATE: Friday, April 14, 2006.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$39,479 - Max \$57,578 Annually (006532C) (Requisition # 6110040)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in Refrigeration and Journeyman in Air-Conditioning Unlimited, Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or State of Florida Contractors license in Refrigeration/Air-Conditioning. Must possess a Driver license and Type I, Type II, Type III or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (General Services Administration) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

SCUBA EQUIPMENT SPECIALIST

Salary: Entry \$32,991 - Max \$47,568 Annually (004133) (Requisition # 6370051)

High school diploma or GED. Two years experience in the inspection, repair and maintenance of SCUBA cylinder equipment are required. Must possess a current certification as a SCUBAPRO Repair Technician and current certification as a Visual Cylinder Inspector. First Aid/CPR certification is highly desirable. (Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, March 24, 2006.**

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TRACK EQUIPMENT OPERATOR (TRAINEE)

Trainee Salary: \$13.96 Hourly

Salary: Entry \$14.81 - Max \$21.09 Hourly (008066B) (Requisition # 4670155)

Two years of experience in the operation, repair and maintenance of high-rail vehicles and heavy construction equipment are required. Must possess proof of having passed the General Knowledge Testing for the CDL at time of application; Or Must possess a Certificate of Completion in Heavy Equipment Mechanic from a Florida Department of Education Vocational Certificate Program or comparable certification. Must possess proof of having passed the General Knowledge Testing of the CDL at time of application. Newly hired Track Equipment Operator (Trainees) must possess a valid CDL/Class A by the end of the fourth week of training. Must be able to work various shifts, weekends, and holidays. Work is performed on elevated track subject to traffic conditions located near an energized third rail. Position demands high regard for safety of personnel, equipment and property. The MDT classification of Track Equipment Operator performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administration (FTA) Drug and Alcohol Regulations.

Training Process: A limited number of trainee positions will be available. Applicants in the MDT TWU bargaining unit positions, who meet the requirements listed above, will be selected by classification seniority based upon the number of a available trainee positions. Those selected will enter the classification of Track Equipment Operator in trainee status. Classroom and on-the-job training will last approximately twelve (12) weeks. A written examination will be given at the end of training. Trainees who pass the test will have completed the training successfully. MDT TWU bargaining unit employees (trainees) who successfully complete the training program will be placed, by classification seniority order, with probationary status into available vacancies. MDT TWU bargaining unit employees (trainees) completing the training program but not placed, will return to their former classification. They will be placed on a waiting list and will receive preference by classification seniority order for future available Track Equipment Operator positions. The eligible list will remain valid as set forth in the Personnel Rules for the Classified Service. In accordance with labor protective agreements, Miami-Dade Transit employees in certain represented positions will be given preference for these positions. Must present photo identification at the time of application. Employment applications accepted at the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130. Applications accepted from Monday, March 13, 2006 to Monday, March 27, 2006, Monday through Friday, 8:30 a.m. to 4:00 p.m. PREFERENCE WILL BE GIVEN TO MIAMI-DADE COUNTY EMPLOYEES IN TRANSPORT WORKERS UNION BARGAINING UNIT ONLY. (Miami-Dade Transit) (Northwest) CLOSING DATE: Monday, March 27, 2006.

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TREE TRIMMER

Salary: Entry \$22,858 - Max \$31,912 Annually (007250) (Requisition # 4930509)

Eighth grade. Six months of experience in trimming large trees and other large plants are required. Must possess a CDL/Class B. A performance test will be given at the time of interview. Position requires working at considerable heights and operating bucket trucks and related power equipment such as stump grinders, chippers, and chainsaws. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

W & S INSTRUMENT TECHNICIAN

Salary: Entry \$41,402 - Max \$60,380 Annually (005850) (Requisition # 5960035)

High school diploma or GED. Two years of experience in the installation, maintenance, and repair of equipment are required. Must possess a Driver license. Radio communications experience is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

W & S MAINTENANCE MECHANIC

Salary: Entry \$28,735 - Max \$41,198 Annually (005804C) (Requisition # 6960041)

Eighth grade. One year of experience in maintaining and repairing pumps overhaul, small engines, and other mechanical equipment or tools is required. Must possess a Driver license. (Miami-Dade Water & Sewer Department) (Hialeah) **CLOSING DATE: Friday, March 24, 2006.**

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ADMINISTRATIVE OFFICER 1

Salary: Entry \$29,822 - Max \$49,993 Annually (000810C) (Requisition # 6930403)

Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or related field. Experience in County budgeting, finance, accounting, capital projects, FAMIS and advanced personal computer applications is highly preferred. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, March 24, 2006.**

ARCHITECT 2

Salary: Entry \$43,348 - Max \$73,248 Annually (001033B) (Requisition # 6800023)

Bachelor's degree in Architecture. Two years of professional experience in design, construction, and management of building and/or construction projects are required. Must possess a State of Florida Registered Architect license. Must possess and maintain a Driver license. Must possess a State of Florida Registered Architect license. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, March 31, 2006.**

CLERK 4

Salary: Entry \$29,583 - Max \$47,936 Annually (000013D) (Requisition # 6800022)

High school diploma or GED. Three years of advanced clerical experience are required. Extensive experience working with highly confidential and medical information in an environment dealing with ADA issues is preferred. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, March 31, 2006.**

DIVISION DIRECTOR 2, AVIATION (CONTROLLER) (EXEMPT)

Salary: Entry \$79,093 - Max \$124,346 Annually (005054N) (Requisition # 6630031)

Bachelor's degree in Accounting or Finance. Must possess a Certified Public Accountant (CPA) license. A minimum of four to eight years of responsible professional experience in governmental or public accounting to include five years of supervisory experience is required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. (Miami-Dade Aviation Department) (Miami Int'l Airport) **CLOSING DATE: Friday, March 24, 2006.**

EXECUTIVE SECRETARY (EXEMPT)

Salary: Entry \$32,748 - Max \$55,134 Annually (000095A) (Requisition # 6800025)

High school diploma or GED. Three years of advanced secretarial experience are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test. (Miami-Dade Housing Agency) (Coral Way) **CLOSING DATE: Friday, March 31, 2006.**

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MDHA TENANT SELECTION SUPERVISOR 2

Salary: Entry \$36,150 - Max \$59,088 Annually (003427) (Requisition # 6800020)

Bachelor's degree in Business Administration, Public Administration or related field. One year of experience in tenant eligibility for a Section 8 or related public housing program is required. Additional related experience may substitute for the required education on a year-for-year basis. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

MANAGER, PROJECT SCHEDULING & COMPLIANCE (EXEMPT)

Salary: Entry \$41,470 - Max \$69,618 Annually (009453) (Requisition # 6020027)

Bachelor's degree in Engineering, Architecture or Construction Management. A minimum of four to seven years of professional experience in project management, project scheduling and/or capital construction involving the scheduling and reporting of major capital construction projects is required. (Office of Capital Improvements) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

WATER DISTRIBUTION SUPERVISOR

Salary: Entry \$43,070 - Max \$62,857 Annually (005603B) (Requisition # 6960024)

High school diploma or GED. Two years of experience supervising crews involved in the inspection, installation, repair and maintenance of a sewer infrastructure including force mains, gravity mains, valves and metering are required. Must possess a CDL/Class B. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

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ADMINISTRATIVE OFFICER 3

Salary: Entry \$45,562 - Max \$76,651 Annually (000812J) (Requisition # 6930402)

Bachelor's degree. Two years of professional administrative experience in contract administration, contract development, or Request for Proposal development and processing are required. Must possess a Driver license. Must possess vehicle for work use. Experience with non-profit youth sports organizations and advanced personal computer applications is highly preferred. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

ASSISTANT DIRECTOR, ANIMAL SERVICES DEPARTMENT (VETERINARY SERVICES) (EXEMPT)

Salary: Entry \$73,557 - Max \$114,875 Annually (009075B) (Requisition # 5360014)

Doctorate's degree in Veterinary Medicine. Must possess a State of Florida Veterinarian license or be license eligible. A minimum of two years of veterinary experience is required. Veterinarians who are not licensed in the State of Florida must obtain a Florida Veterinary license within six months of appointment. At Miami-Dade County, our mission is "Delivering Excellence Every Day" and we are seeking a motivated animal professional to join our team. The newly created Animal Services Department, with an annual budget of \$8.4 million, has a challenging opportunity for a highly dedicated, dynamic, innovative and experienced professional in the field of Veterinary Services. The successful candidate will oversee the professional care and treatment of animals located in the county's animal shelter; implement various animal control programs; develop and enhance standards and procedures related to the care, control and disposition of impounded animals; direct the surgical care of animals, protocols involving areas of operation, cleaning and free spay/neuter programs; serve as a technical consultant to health officers and various agencies to include providing expert testimony on veterinary issues and animal care investigations; coordinate the processing of impounded animals, pharmaceutical inventory operations, license/vaccination programs, and animal adoption programs; and communicate with potential adopters. This position reports to Dr. Sara Pizano, the new Director of the Animal Services Department. The incumbent will supervise a staff of approximately 45 full-time and part-time employees engaged in various levels of office and field operations pertaining to animal care, veterinary services and public contact work in support of county animal services activities. ***Candidates must submit resumes with a cover letter indicating Requisition # 5360014 and title of position to: Luis L. Gonzalez, Manager, Recruitment and Internal Placement Section, Employee Relations Department, Personnel Services Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128, or submit via e-mail as a Word document attachment to LLG@miamidade.gov. This position is open until further notice.*** Resumes and other information submitted in response to this advertisement are public records pursuant to Chapter 119 Florida Statutes. We offer a generous benefit package. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

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AUDITOR, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008858) (Requisition # 6990007)

Bachelor's degree in Accounting, Business Administration, Finance or related field. Three years of audit experience to include contract and construction auditing in the public or private sector are required. Must possess excellent computer skills including word processing applications and spreadsheet applications, e.g. Microsoft Excel. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. Applicant must be able to multi-task and proactively manage the audit work assignments. Applicants are expected to independently plan and execute the audit assignment, including preparing the written report. Superior writing skills and mature judgment are essential. Demonstrated knowledge of government processes is desired. Florida Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Fraud Examiner (CFE) certification and/or Masters Degree in Accounting or Finance is preferred. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami FL 33130, Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) CLOSING DATE: Position open until filled.**

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BUILDING INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002105) (Requisition # 5430070)

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractors license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractors license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractors license issued by Miami-Dade County, or a State Certified General Contractors license within 18 months of the date of original appointment, or (3) Must possess a General Contractors license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 29, 2006.

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BUILDING PLANS PROCESSOR (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (002167A) (Requisition # 5430038)

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractors license. Five years of experience under the jurisdiction of the Building Code are required; or Must be a currently certified Building Official, Plans Examiner or Inspector with five years of experience in such positions, three years of which shall have been within the jurisdiction of the Building Code are required; or Must be a currently certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals. Five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code are required; or three years of experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. This modified criteria shall apply only to individuals holding one of the following: 1. A General Contractors license issued by the State of Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, 2. A General Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board or, 3. A General Contractors license issued by the State of Florida Construction Industry Licensing Board with license #7837 or greater holding a certification as a roofing contractor or inspector issued by the State of Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board or, 4. Any General Contractors license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County's Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

BUILDING QUALITY ASSURANCE AND INTERNAL AFFAIRS OFFICER

Salary: Entry \$37,653 - Max \$63,519 Annually (002241) (Requisition # 6430030)

Bachelor's degree in Business Administration, Public Administration, Criminal Justice or related field. One year of experience in law enforcement, civil or criminal investigations, legal research or the development of quality assurance programs is required. (Building Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

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CHIEF, MOSQUITO CONTROL DIVISION (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (001259) (Requisition # 6600042)

Bachelor's degree in Biology, Entomology or related field. A minimum of three to five years of progressively responsible experience in mosquito control to include supervisory experience is required. Must obtain state pesticide certification within two months of employment. Must pass Director III examination required by the State of Florida, Chapter 5E-13 Administrative Code within three months of employment. Must possess a Driver license. Excellent communication skills and computer skills to include proficiency in word processing and spreadsheet application are preferred. (Public Works Department) (Northwest)

CLOSING DATE: Friday, March 24, 2006.

CHIEF, P&R STRATEGIC BUSINESS PLANNING AND PERFORMANCE REVIEW (EXEMPT)

Salary: Entry \$68,515 - Max \$106,217 Annually (009057) (Requisition # 6930432)

Bachelor's degree. A minimum of three to six years of professional administrative experience to include revenue analysis and reporting, and contract administration and development is required. Must possess a Driver license. Strategic business planning and review, performance and productivity analysis, auditing, and contract management, and advanced personal computer skills are highly preferred. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

COMMUNITY FAMILY SERVICE WORKER

Salary: Entry \$25,332 - Max \$38,973 Annually (003138A) (Requisition # 6840010)

Completion of 60 semester credits to include 12 semester credits in Social Work, Psychology or a related field. Experience in a social services delivery system may substitute for the required education on a year-for-year basis. Bi-lingual (English/Spanish) skills are preferred. (Department of Human Services) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

CONSUMER PROTECTION ENFORCEMENT OFFICER

Salary: Entry \$32,867 - Max \$57,667 Annually (002534) (Requisition # 6280013)

Completion of 60 semester credits to include 15 semester credits in Law Enforcement, Business Administration, or Public Administration. One year of code enforcement or consumer complaint investigation and resolution experience relating to the sale of goods and/or services for personal, family, or household purposes is required. Additional related experience may substitute for required education on a year-for-year basis. Must possess a Driver license. Mediation experience and Bilingual (English/Spanish) skills are highly preferred. (Consumer Services) (Downtown) **CLOSING DATE: Friday, March 24, 2006.**

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ELECTRICAL INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002125) (Requisition # 6430014)

Five years of field experience under a Certificate of Competency as a Journeyman or Master Electrician issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Electrical Contractor issued by the Florida Electrical Contractors Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County residence requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** (Building Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

ELEVATOR INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (002101A) (Requisition # 6110011)

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspector license as specified in Chapter 399, Florida Statutes. Must be able to climb ladders and stairs. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. **This position is exempt from Miami-Dade County Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** (General Services Administration) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

ENGINEER 1

Salary: Entry \$37,653 - Max \$63,519 Annually (001020B) (Requisition # 5960217)

Bachelor's degree in Civil Engineering, Environmental Engineering, Mechanical Engineering, or related engineering field. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Must possess a Driver license. Paving and drainage project experience is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Water & Sewer Department) (South LeJeune Road) **CLOSING DATE: Friday, March 24, 2006.**



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ENGINEER 2

Salary: Entry \$43,348 - Max \$73,248 Annually (001021Y) (Requisition # 6550033)

Bachelor's degree in Civil Engineering, Environmental Engineering, Mechanical Engineering, or related engineering field. Two years of environmental engineering experience to include environmental clean-up are required. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded prior to July 1, 1979 and proof of having passed the fundamentals test for the State of Florida Professional Engineer license may substitute for the required education. Must possess a Driver license. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, March 24, 2006.**

FIRE PLANS PROCESSOR (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (004165) (Requisition # 5370055)

Must possess a State of Florida Professional Engineer license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a State of Florida Registered Architect license and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must possess a state certified General Contractor license, five years of experience under the jurisdiction of the Building Code and be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes; or Must be a certified Fire Official or Fire Plans Examiner with five years of experience in life safety and/or fire protection systems plans review and approval, under the jurisdiction of the Florida Fire Prevention Code and/or South Florida Fire Prevention Code; or Must possess a Miami-Dade County Certificate of Competency in Fire Sprinkler under Mechanical Specialty Licensure with three years experience in fire plan sprinkler review and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes. This modification criteria shall apply only to individuals holding one of the following: A General Contractor license issued by the Florida Construction Industry Licensing Board, Certificate and/or license must be in good standing with Miami-Dade Countys Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints and must be certified as a Fire Safety Inspector as specified in Chapter 633, Florida Statutes. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Fire Rescue Department) (Coral Way) **CLOSING DATE: Friday, April 7, 2006.**

FIRE-RESCUE OCCUPATIONAL HEALTH & WELLNESS MANAGER

Salary: Entry \$73,557 - Max \$114,876 Annually (004171) (Requisition # 5370092)

Bachelor's degree. A minimum of four to seven years of professional administrative and supervisory experience is required. Knowledge of occupational health and wellness programs is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Fire Rescue Department) (Doral) **CLOSING DATE: Friday, March 24, 2006.**

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INVESTIGATIVE ANALYST, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008857) (Requisition # 6990006)

Bachelor's degree. A minimum of one year of experience in the criminal justice arena, preferably from a law enforcement or a criminal justice agency in the field of analytical information analysis is required. This position involves the performance of professional level duties related to the collection, evaluation, analysis, and dissemination of investigative data from all sources, on any person, group or organization that engages in criminal or potentially criminal activities of fraud, abuse and corruption. This position supports Special Agents and Legal Counsel directly in the compilation of confidential information regarding complex investigations, recommending specific investigative direction based on conclusions drawn from analysis. Illustrative tasks include: use of link analysis and activity charting; compilation and analysis of financial records, including bank records; research and collection of information from investigative and public records databases. This position will be expected to operate the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) database, which requires certification. The incumbent will be required to obtain this certification within six months as a condition of employment and will be required to maintain his/her certification in good standing while employed in this position. Applicant must possess excellent computer skills, including proficiency in word processing, spreadsheet, flowcharting and presentation applications. This position demands excellent writing and organizational skills. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General 19 West Flagler Street, Suite 220, Miami FL 33130, Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office.** (Office of the Inspector General) (Downtown) **CLOSING DATE: Position open until filled.**

JOB TRAINING ASSISTANT

Salary: Entry \$26,381 - Max \$43,348 Annually (003803) (Requisition # 6840035)

Completion of 60 semester credits. Experience in a social services delivery system or interviewing and intake for a public service agency involved in employment and job training programs may substitute for the required education on a year-for-year basis. (Department of Human Services) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

LIBRARIAN 1

Salary: Entry \$37,019 - Max \$53,711 Annually (007151B) (Requisition # 6900012)

Master's degree in Library Science or related program from an American Librarian Association (ALA) graduate school. Must be able to work weekends and nights. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Hialeah Gardens) **CLOSING DATE: Friday, September 29, 2006.**

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LIBRARIAN 1 (PART-TIME)

Salary: Entry \$17.80 - Max \$25.82 Hourly (007151B) (Requisition # 5900017)

Master's degree in Library Science or related program from an American Librarian Association (ALA) graduate school. Must be able to work weekends and nights. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) CLOSING DATE: Friday, September 29, 2006.

LIBRARIAN 1 (TRAINEE)

Trainee Salary: \$35,307 Annually

Salary: Entry \$37,019 - Max \$53,711 Annually (007151A) (Requisition # 6900020)

Must be currently enrolled in an American Librarian Association (ALA) Master's degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) CLOSING DATE: Friday, September 29, 2006.

LIBRARIAN 2

Salary: Entry \$40,578 - Max \$59,010 Annually (007152) (Requisition # 6900013)

Master's degree in Library Science or a related program from an American Librarian Association (ALA) graduate school. One year of professional experience as a librarian is required. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Miami Beach) CLOSING DATE: Friday, September 29, 2006.

LIBRARIAN INTERN (TRAINEE)

Trainee Salary: \$33,447 Annually (007150) (Requisition # 6900011)

Must be currently enrolled in an American Librarian Association (ALA) Master's degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term. Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org. (Library Department) (Various) CLOSING DATE: Friday, September 29, 2006.

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MANAGEMENT TRAINEE (EXEMPT)

Salary: Entry \$38,899 Annually + Benefits (000870) (Requisition # 6030001)

Miami-Dade County, FL (Population 2,000,000+) (Up to 4 positions). Seeking motivated and talented participants willing to become future county leaders for a one-year rotational internship program beginning July 17, 2006. Designed to provide individuals with exposure to unique management experience in a large urban county government, with direct involvement in day-to-day operations of major County departments, as well as special projects requiring research and analysis. Require MPA or related degree by the program start date. Applicants must submit a complete application package containing the following: Four (4) copies of a complete Application Cover Form; Four (4) copies of complete resume; One (1) original and three (3) copies of all official graduate and undergraduate transcripts or degrees, subject to verification; Four (4) copies each of three (3) letters of recommendation (one must be from a faculty advisor); Four (4) copies of an essay, one page in length, describing why the applicant is interested in this position and how they plan to approach the year; Four (4) copies of a previously graded graduate school term paper.

All official transcripts and letters of reference **MUST** be included in the application package. Only completed application packages will be accepted. Transcripts sent directly by the University/College will not be accepted. **SUBMITTAL DEADLINE: Friday, March 31, 2006.** Application packages received after the submittal deadline will not be considered. Submit complete application package to: Maggie Fernandez, Program Coordinator, County Managers Office, 111 NW 1st Street, Suite 2910, Miami, FL 33128, (305) 375-3008 by Friday, March 31, 2006. Application form and additional information is available on the County's website at www.miamidade.gov/trainee. Miami-Dade County's hiring decisions are contingent upon the results of a physical examination to include alcohol and drug screening. Upon completion of the training program, participants who secure permanent employment with Miami-Dade County must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. (Section 2-11.17 of the Code of Miami Dade County). (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

MDHA MIXED-USE DEVELOPMENT MANAGER

Salary: Entry \$55,134 - Max \$91,837 Annually (003478) (Requisition # 6800024)

Bachelor's degree. Four years of professional experience in the development of commercial or mixed-use properties, and/or commercial lending are required. (Miami-Dade Housing Agency) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

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MECHANICAL FIELD UNIT SUPERVISOR

Salary: Entry \$53,959 - Max \$77,948 Annually (002149) (Requisition # 5430027)

Applicants are required to have one of the following certificates: (a) Master General Mechanical Certificate of Competency issued by Miami-Dade County Construction Trades Qualifying Board or (b) Florida State Mechanical Contract (CMC) license as specified in Chapter 489, Florida Statutes. Five years of field experience under a Certificate of Competency as a Journeyman General or Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master General Mechanical within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Mechanical Contractor issued by the State of Florida Construction Industry Licensing Board to include one year of experience working as a Mechanical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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MECHANICAL INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002145) (Requisition # 6430015)

Five years of field experience under a Certificate of Competency as a Journeyman General, Master Mechanical, or Specialty Mechanical Contractor issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience working within the area of jurisdiction of the Building Code under a certificate as a State Mechanical Contractor, Air-Conditioning Contractor, or Sheet Metal Contractor issued by the Florida Construction Industry Licensing Board are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview selection process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

MECHANICAL PLANS PROCESSOR (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (002169) (Requisition # 6430029)

Five years of field experience under a Certificate of Competency as a Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board are required. Persons with a Certificate of Competency issued by reciprocity with Miami-Dade County will be eligible; or Five years of field experience under a certificate as a State Mechanical Contractor issued by the Florida Construction Industry Licensing Board are required; or Five years of field experience under a license as a Florida Professional Engineer having obtained the license pursuant to examination in the mechanical discipline are required. Applicants must provide proof of certification or licensure for five years; however, a current certificate or license is not required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Master General Mechanicals and State Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

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NETWORK MANAGER 2

Salary: Entry \$59,327 - Max \$94,527 Annually (001833) (Requisition # 6900028)

Completion of 60 semester credits to include 15 semester credits in a computer related field and three years of experience in the design, implementation, and administration of local area networks and/or wide area networks are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, DELL, NORTEL or Oracle) and five years of experience in the design, implementation, and administration of local area networks or wide area networks are required. Additional related experience in the design, implementation, and administration of local area networks or wide area networks may substitute for the required education on a year-for-year basis. (Library Department) (Downtown) **CLOSING DATE: Friday, March 24, 2006.**

OSBM GRANTS SPECIALIST (EXEMPT)

Salary: Entry \$38,942 - Max \$66,300 Annually (000682) (Requisition # 6030010)

Bachelor's degree. One year of administrative experience to include grants management, grant writing, or contracts administration is required. (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

OPERATING SYSTEMS PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001850) (Requisition # 3000005)

Completion of 60 semester credits to include 15 semester credits in a computer related field. Three years of advanced programming and/or system maintenance and problem determination experience are required; or Completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Five years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis. Miami-Dade County is seeking Operating Systems/Programmers for various Countywide vacancies. Applicants must indicate experience and/or skills on the resume. Preferred experience and/or skills are indicated for each hiring department. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Various County Departments) (Various) **CLOSING DATE: Friday, September 29, 2006.**

PARK & RECREATION MANAGER 3

Salary: Entry \$37,494 - Max \$62,965 Annually (007322) (Requisition # 6930413)

Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, Sports Administration, Recreation, Physical Education or a related field. Two years of responsible administrative, supervisory, managerial and/or professional experience to include maintenance, operations and/or programming within a park and recreation system or related field are required. Additional experience may substitute for required education on a year-for-year basis. Must possess a Driver license. (Park and Recreation Department) (Various) **CLOSING DATE: Friday, March 24, 2006.**

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PARK SERVICES OFFICER 3

Salary: Entry \$43,348 - Max \$73,248 Annually (007349) (Requisition # 6930433)

Bachelor's degree in Park and Recreation Management, Sports Administration, Business Administration, Public Administration, Planning or related field. Two years of professional administrative experience are required. Must possess a Driver license. Experience in County personnel, policies and procedures, ADPICs, FAMIS, and advanced personal computer applications is highly preferred. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, March 31, 2006.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (001050Q) (Requisition # 5600088)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience in the design and management of general civil engineering projects to include roadway and drainage structures is required. (Public Works Department) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

PROFESSIONAL LAND SURVEYOR (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (001055) (Requisition # 6930128)

Must possess a State of Florida Professional Land Surveyor license. A minimum of three to five years of experience in land surveying is required. Must possess a Driver license. Experience in park and recreation construction, renovation and apparatus installation, and knowledge and experience with GIS and AutoCADD are desired. (Park and Recreation Department) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

ROOFING INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002108) (Requisition # 5430053)

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and five years of experience in the roofing industry to include two years in a supervisory capacity; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board and five years of experience in the roofing industry; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license shall be less than #7837) and five years of experience in the roofing industry; or a current State of Florida Registered Architect or current State of Florida Professional Engineer license from the State of Florida and five years of experience in the roofing industry are required. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade Countys Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade Countys residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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SENIOR OPERATING SYSTEMS PROGRAMMER (PEOPLESFT ADMINISTRATOR)

Salary: Entry \$68,423 - Max \$108,687 Annually (001851B) (Requisition # 6140008)

Completion of 60 semester credits to include 15 semester credits in a computer related field and four years of advanced programming and/or system maintenance and problem determination experience are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle) and six years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis. Experience as a PeopleSoft 8 Security Administrator to include PeopleSoft Financials 8.9 and HR 8.9; knowledge of SQL scripts (creating and editing), applications designer, data mover, setup user profiles, roles row level security, permission lists, query security and HR auditing; and experience with PeopleSoft single sign on, report security, security migration, policies and guidelines are highly preferred. Excellent communication skills and attention to detail are preferred. Ability to assist the organization in an evolving approach with respect to application security implementation is desired. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

SENIOR OPERATING SYSTEMS PROGRAMMER (PEOPLESFT SECURITY ADMINISTRATOR)

Salary: Entry \$68,423 - Max \$108,687 Annually (001851C) (Requisition # 6140007)

Completion of 60 semester credits to include 15 semester credits in a computer related field and four years of advanced programming and/or system maintenance and problem determination experience are required; or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle) and six years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis. Experience as a PeopleSoft 8 Security Administrator with PeopleSoft Financials and Human Resources and knowledge of SQL scripts (creating and editing) is highly preferred. Excellent communication skills and the ability to assist the organization in an evolving approach with respect to application security implementations are preferred. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

SENIOR SYSTEMS ANALYST/PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001845B) (Requisition # 6140011)

Completion of 60 semester credits to include 15 semester credits in a computer, cartography or geography-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis or GIS experience are required. Additional programming and systems analysis or GIS experience may substitute for the required education on a year-for-year basis. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

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SENIOR SYSTEMS ANALYST/PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001845A) (Requisition # 6140005)

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience with Peoplesoft applications with emphasis on the E-Recruiting, Time and Labor modules, Base Human Resources, Position Control and related interfaces to a legacy Payroll Application; SQR/SQL and Oracle is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

SPECIAL AGENT, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008865) (Requisition # 6990008)

Bachelor's degree. A minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes is required. Applicants must possess excellent computer skills including word processing applications, Internet usage and other public records databases. This position demands excellent writing and organizational skills. Professional designations, such as Certified Fraud Examiner (CFE) is preferred. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami FL 33130 Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office. (Office of the Inspector General) (Downtown) CLOSING DATE: Position open until filled.**

STENOGRAPHIC REPORTER

Salary: Entry \$30,597 - Max \$48,220 Annually (000035) (Requisition # 6390035)

High school diploma or GED. Two years of advanced clerical experience are required. Must take and pass a typing skills test, with a score of 60 words per minute. Photo identification is required to take the typing skills test. Must take and pass a steno skills test, administered by the Miami-Dade Police Department with a score of 180 words per minute. (Department of Corrections and Rehabilitation) (Northwest) **CLOSING DATE: Friday, March 24, 2006.**

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STRUCTURAL PLANS PROCESSOR (EXEMPT)

Salary: Entry \$73,557 - Max \$114,876 Annually (Salary Negotiable) (002173) (Requisition # 6430034)

Must possess a State of Florida Professional Engineer license under the structural discipline. Applicants who were licensed as a Professional Engineer under the civil engineering discipline on or before March 1, 1993 are also eligible. Five years of experience as a structural engineer practicing within the area of jurisdiction of the Building Code with responsibility for the design of building structures are required. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. License must be in good standing with the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. **This position is exempt from Miami-Dade County residence requirements (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** (Building Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$52,044 - Max \$85,362 Annually (001844A) (Requisition # 6140009)

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$52,044 - Max \$85,362 Annually (001844B) (Requisition # 5140050)

Completion of 60 semester credits to include 15 semester credits in a computer, cartography or geography-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis or GIS experience are required. Additional programming and systems analysis or GIS experience may substitute for the required education on a year-for-year basis. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

TRAFFIC ANALYST 2

Salary: Entry \$26,262 - Max \$40,648 Annually (001091A) (Requisition # 5600132)

High school diploma or GED. Two years of inspection or data collection experience in traffic systems design, general engineering or related office environment are required. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

TRAFFIC ENGINEER 2

Salary: Entry \$43,348 - Max \$73,248 Annually (001095A) (Requisition # 5600060)

Bachelor's degree in Engineering. Two years of traffic and transportation engineering experience are required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

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PERSONNEL SERVICES DIVISION
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URBAN FELLOWS

Salary: Non-paid graduate internship (110001) (Requisition # 6020033)

In order to participate in the Urban Fellows Program, a student must be currently enrolled in a graduate program with an internship requirement or option as part of their curriculum. All official transcripts and letters of reference **MUST** be included in the application package. Only completed application packages will be accepted. **SUBMITTAL DEADLINE: Friday, March 31, 2006.** Application packages received after the submittal deadline will not be considered. Submit complete application package to: Judith Deutsch, Program Coordinator, 111 NW 1st Street, Suite 2020, Miami, FL 33128, (305) 375-2376 by Friday, March 31, 2006. Application form and additional information is available on the County's website at www.miamidade.gov/urbanfellows. (County Manager's Office) (Downtown) **CLOSING DATE: Friday, March 31, 2006.**

W & S ENGINEERING DRAFTER 2

Salary: Entry \$30,597 - Max \$48,220 Annually (005886) (Requisition # 6960044)

High school diploma or GED. Three years of technical drafting experience to include the preparation of working plans and drawings using AutoCADD are required. One year of technical surveying experience may substitute for one year of the required drafting experience. Completion of coursework in Engineering may substitute for the required experience on a year-for-year basis. (Miami-Dade Water & Sewer Department) (South LeJeune Road) **CLOSING DATE: Friday, March 24, 2006.**

W & S INFORMATION TECHNOLOGY SPECIALIST

Salary: Entry \$43,439 - Max \$62,407 Annually (005784) (Requisition # 6960009)

Completion of 60 semester credits to include 15 semester credits in a computer related field. Additional related experience may substitute for the required education on a year-for-year basis. Extensive statistical reporting using multiple databases and experience in MS Excel and Access (SQL) is preferred. (Miami-Dade Water & Sewer Department) (Southwest) **CLOSING DATE: Friday, March 24, 2006.**

W & S SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$52,044 - Max \$85,362 Annually (005786) (Requisition # 6960022)

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or ORACLE). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience using PeopleSoft development tools and providing technical support for PeopleSoft's EPM, HR, and/or Financials modules is preferred. (Miami-Dade Water & Sewer Department) (Douglas Road) **CLOSING DATE: Friday, March 24, 2006.**

WORKERS COMPENSATION CLAIMS ADJUSTER

Salary: Entry \$41,291 - Max \$69,846 Annually (001929) (Requisition # 6110054)

High school diploma or GED. Four years of advanced clerical experience processing workers' compensation claims are required. (General Services Administration) (Downtown) **CLOSING DATE: Friday, March 24, 2006.**

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VIZCAYA LEARNING PROGRAMS MANAGER

Salary: Entry \$45,562 - Max \$76,651 Annually (009262) (Requisition # 6920006)

Bachelor's degree in Art History, Humanities, Social Sciences or related field. Two years as a museum educator or education administrator in a visual arts and/or history museum environment are required. Experience developing programs for school, youth and family audiences is highly preferred. Bilingual (English/Spanish) skills are highly preferred. (Vizcaya Museum and Gardens) (Vizcaya) **CLOSING DATE: Friday, April 21, 2006.**

ZOOKEEPER

Salary: Entry \$25,332 - Max \$38,973 Annually (007401A) (Requisition # 5930366)

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

ZOOKEEPER (ELEPHANT)

Salary: Entry \$25,332 - Max \$38,973 Annually (007401B) (Requisition # 3930411)

High school diploma or GED. One year of experience working with elephants is required. Related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, holidays, and weekends on a varied work schedule and perform heavy manual labor. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

CHIEF FIRE OFFICER

Salary: Entry \$67,296 - Max \$96,955 Annually (004111) (Requisition # 6370036)

Currently employed by Miami-Dade County as a Fire Captain with permanent status and two continuous years of full-time service as a Fire Captain with Miami-Dade County immediately preceding the examination date. Time served in an equal or higher uniformed Miami-Dade Fire Rescue Department exempt classification since beginning probation as a Fire Captain will be counted towards the minimum requirement of two continuous years and will be considered as continuous service as a Fire Captain. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. The written examination will evaluate knowledge of Fire Science, apparatus and equipment, emergency medical procedures, incident command strategy and tactics, policies and procedures, collective bargaining agreement, and management and supervisory principles and practices. Copies of the Reading List and study packets are available at the Miami-Dade Fire Rescue Department, Training Division, Monday through Friday, 8:00 (0800) a.m. to 4:00 (1600) p.m., excluding holidays, from Monday, January 30, 2006 through Wednesday, April 26, 2006. The application process is separate from picking up study packets from the Miami-Dade Fire Rescue Department, Training Division Office. In order to sit for the promotional examination, all applicants must sign up at the Miami-Dade Fire Rescue Department, Personnel Bureau. Seniority points will be added to the scores of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum of ten years or six points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim form at the time of application. Photo identification is required at the time of application. **Applications are accepted at Miami-Dade Fire Rescue Department Personnel Bureau, 9300 N.W. 41 Street, Miami, Florida, Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays, from Monday, January 30, 2006 through Monday, April 3, 2006. Location of the examination is the Firefighters' Memorial Building, 8000 N.W. 21 Street, Miami, Florida. Date of the examination is Thursday, April 27, 2006. Registration time is 8:45 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed.** Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the written examination. (Miami-Dade Fire Rescue Department) (Operations) **CLOSING DATE: Monday, April 3, 2006.**

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MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES

PREFERENCE WILL BE GIVEN TO MIAMI-DADE COUNTY EMPLOYEES IN
TRANSPORT WORKERS UNION BARGAINING UNIT ONLY

TRANSIT FACILITIES MECHANIC (TRAINEE)

Salary: Entry \$15.16 - Max \$21.78 Hourly (008021T) (Requisition # 5670076)

High school diploma or GED. One year of skilled trade experience in electrical, mechanical, plumbing, air-conditioning, refrigeration, or welding; or high school diploma or GED and Certificate of Completion in Building Repair, Maintenance and Utilities Management from a Florida Department of Education Vocational School Certificate Program or comparable certification are required. Must be able to work various shifts to include evenings, weekends and holidays. Must provide proof of passing the General Knowledge Test for the CDL with Permit to Drive. Must obtain a CDL/Class B with Air-brake Testing no later than six weeks from the commencement of the training program. The MDTA classification of Transit Facilities Mechanic performs safety-sensitive functions and is subject to the provisions of the Federal Transit Administrations (FTA) Drug and Alcohol regulations. The written examination will evaluate knowledge of maintenance, repair, alteration and construction procedures and practices; methods, materials, tools and practices used in a specialized trade or in the building, electrical, or mechanical crafts. Additionally, the written examination will evaluate plumbing, electrical, air-conditioning/refrigeration methods and practices; ability to read simple diagrams, blueprints and schematic drawings; and basic math. Seniority points will be added to the score of Miami-Dade County employees qualifying on the competitive examination at the rate of 1/2 (.50) point per year of continuous, full-time service in the County to a maximum of ten years of service or five points. Preference will be given to veterans and spouses of veterans when applicable. At the time of application, those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an honorable discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability at the time of application. All veterans are required to complete a Veteran's Preference Claim Form at the time of application. Must present photo identification at the time of application. Employment applications accepted at The Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida from 8:30 am to 4:00 pm on Monday, March 6, 2006 to Monday, March 20, 2006. Applicants must check on line at www.miamidade.gov/erd/test or call 305-375-JOBS (5627) after Thursday, March 30, 2006 for the location, time, and date of the examination. The doors of the test facility will be closed promptly at the time indicated. No one will be admitted for registration after the doors of the test facility have been closed. Photo identification, such as a Driver license, is required to be admitted to the written examination. ADDITIONAL INFORMATION: In accordance with labor protective agreements, Miami-Dade Transit Agency employees in certain represented positions will be given preference for these positions. A limited number of trainee positions will be available. Applicants in the MDTA TWU bargaining unit positions, who meet the requirements listed above, will be selected by seniority based upon the number of available trainee positions. Those selected will enter the classification of Transit Facilities Mechanic in Trainee status. Classroom and on-the-job training will last approximately 36 weeks. The training instructor will administer tests after each module. MDTA TWU bargaining unit employees (trainees) who successfully complete the training program will be placed by seniority order, with probationary status, into available vacancies. MDTA TWU bargaining unit employees completing the training program but not placed, will return to their former classification. They will be placed on a waiting list and will receive preference by seniority order for future available Transit Facilities Mechanic positions. The eligibility list and waiting list will remain valid as set forth in the Personnel Rules for the Classified Service. (Miami-Dade Transit) (Northwest) **CLOSING DATE: Monday, March 20, 2006.**